

APPENDIX B

Evaluation Guides—Tabletop Exercises

Homeland Security Exercise Evaluation Guide Tabletop Exercises

Task #	Outcome/Task	Response Element
I. Criminal Prevention and Deterrence		
	TBD	
	TBD	
	TBD	
	TBD	
	TBD	
	TBD	
II. Emergency Assessment		
II-1	Dispatch First Responders and Establish Initial Communications	Dispatch (911 Center Staff)
II-2	Make Immediate Incident Scene Reports	First Responders
II-3	Detect and Identify Agent	HazMat
II-4	Collect Input for Hazard Assessment	EOC/HazMat/Environmental Protection
II-5	Make Hazard Assessments and Predictions	EOC/HazMat/Environmental Protection
II-6	Coordinate Monitoring and Sampling Operations	EOC Staff or IC/UC
II-7	Conduct Monitoring and Sampling	Environmental Protection or HazMat
III. Emergency Management		
III-1	Alert and Mobilize EOC Staff	EOC Staff
III-2	Activate, Expand, and Operate the EOC	EOC Staff
III-3	Direct and Control Response Operations	EOC Staff
III-4	Notify Government Agencies and Officials	EOC Staff
III-5	Direct Activation of Traffic and Access Control Points	EOC Staff (Transportation)
III-6	Direct and Control Protection of At-Risk Population	EOC Staff (Transportation)/IC
III-7	Direct Protective Actions for Schools, Day Care Centers, and Special Populations	EOC Staff (Public Health/IC)
III-8	Direct and Control Distribution of Supplies and Equipment	IC/UC or EOC Staff
III-9	Request and Coordinate Additional Response Support	EOC Staff
III-10	Request State/Federal Assistance	EOC Staff
III-11	Direct and Control Critical Infrastructure Mitigation	EOC Staff (Public Works)
III-12	Direct and Control Public Information Activities	EOC (PIO)
III-13	Activate and Operate JIC	JIC
III-14	Provide Emergency Public Information to Media and Public	PIO/JIC
III-15	Establish and Maintain Rumor Control Operations	PIO
IV. Incident Site Hazard Mitigation		
IV-1	Isolate Incident Scene and Define Hazard Areas	First Responders
IV-2	Establish Incident Command/Unified Command	IC/UC
IV-3	Conduct Incident Command	IC/UC
IV-4	Maintain Accountability of Responders and Citizens	IC/UC

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Task #	Outcome/Task	Response Element
IV-5	Preserve Incident Scene	First Responders/IC/UC
IV-6	Direct Agent Release Mitigation Efforts	IC/UC
IV-7	Conduct Agent Release Mitigation Efforts	HazMat
IV-8	Conduct Firefighting Operations	Fire Department
IV-9	Dispatch Bomb Squad	911 Center Dispatch
IV-10	Assess Incident and Develop Action Plan	Law Enforcement (Bomb Squad)
IV-11	Execute Incident Action Plan	Law Enforcement (Bomb Squad)
IV-12	Implement Post-Render-Safe Procedures	Law Enforcement (Bomb Squad)
IV-13	Decontaminate Responders and Equipment	Fire Department/HazMat
V. Protection		
V-1	Develop and Implement Protective Action Decisions	EOC Staff
V-2	Prepare and Disseminate Protective Action Messages	EOC Staff
V-3	Activate Traffic and Access Control Points	Law Enforcement
V-4	Coordinate Protective Actions for Special Populations	EOC Staff
V-5	Implement Protective Actions for Special Populations	Special Population Sites
V-6	Coordinate Protective Actions for Schools and Day Care Centers	EOC Staff
V-7	Implement Protective Actions for Schools and Day Care Centers	Schools and Day Care Centers
V-8	Direct Reception Center Operations	EOC Staff
V-9	Operate Reception Centers	Reception Centers
V-10	Direct Shelter Operations	EOC Staff
V-11	Operate Shelters	Shelters
V-12	Arrange for Veterinary Services	EOC Staff
VI. Victim Care		
VI-1	Provide Immediate Emergency Aid	First Responders (non-EMS)
VI-2	Conduct Search and Rescue Operations	Search and Rescue
VI-3	Provide Emergency Triage, Treatment, and Stabilization	EMS
VI-4	Decontaminate Patients at Incident Site	Fire and First Responders
VI-5	Screen Individuals for Agent Contamination	EMS
VI-6	Decontaminate Individuals at Screening Site	EMS
VI-7	Treat Patients at Screening Site	EMS
VI-8	Report Victim Status to EOC/Hospital	EMS
VI-9	Prepare to Receive Patients	Hospital Staff
VI-10	Transport Patients to Hospital	EMS
VI-11	Decontaminate Patients at Hospital	Hospital Staff
VI-12	Treat Patients at Hospital	Hospital Staff
VI-13	Track Patient Status/Location	EOC Staff/Hospital Staff
VI-14	Collect and Decontaminate Human Remains	EMS/Medical Examiner
VI-15	Coordinate Disposition of Human Remains	EOC Staff/Medical Examiner
VI-16	Notify Next-of-Kin	EOC Staff/Hospital staff

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Task #	Outcome/Task	Response Element
VII. Criminal Investigation and Apprehension		
VII-1	Dispatch Law Enforcement	Law Enforcement
VII-2	Secure Crime Scene Control	Law Enforcement
VII-3	Conduct Criminal Investigation	Law Enforcement
VII-4	Dispatch SWAT Team	Law Enforcement/SWAT
VII-5	Assess Incident and Develop Action Plan	Law Enforcement/SWAT
VII-6	Conduct Hostage Negotiations	Law Enforcement/SWAT
VII-7	Conduct Tactical Deployment	Law Enforcement/SWAT
VII-8	Apprehend Suspect	Law Enforcement/SWAT

EOC Emergency Operations Center

IC Incident Command

UC Unified Command

JIC Joint Information Center

PIO Public Information Officer

EMS Emergency Medical Services

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Outcome: Emergency Assessment		
Evaluator:		Contact #:
<i>Identify and check the tasks associated with the mission outcome that would be required to respond to the tabletop exercise scenario. For additional information on these tasks refer to appendix C, Homeland Security Exercise Evaluation Guide, Operations-Based Exercises.</i>		
Task #	Task	Response Elements
<input type="checkbox"/> II-1	Dispatch First Responders and Establish Initial Communications	Dispatch (911 Center Staff)
<input type="checkbox"/> II-2	Make Immediate Incident Scene Reports	First Responders
<input type="checkbox"/> II-3	Detect and Identify Agent	HazMat
<input type="checkbox"/> II-4	Collect Input for Hazard Assessment	EOC/HazMat/Environmental Protection Staff
<input type="checkbox"/> II-5	Make Hazard Assessments and Predictions	EOC/HazMat/Environmental Protection Staff
<input type="checkbox"/> II-6	Coordinate Monitoring and Sampling Operations	EOC Staff or IC/UC
<input type="checkbox"/> II-7	Conduct Monitoring and Sampling	Environmental Protection or HazMat

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Followup Analysis

Upon completion of the exercise, evaluators should compile their notes and address the followup analysis questions for each selected task. More detailed analysis questions on performance of these tasks during a full-scale exercise are found in appendix C, Homeland Security Exercise Evaluation Guide, Operations-Based Exercises.

1. How would response personnel perform this task?
2. What decisions would need to be made and who would make them?
3. Are personnel trained to perform this task?
4. Are other resources needed and how will they be obtained?
5. Do plans, policies, and procedures support the performance of this task? Are response personnel familiar with these documents?
6. Do response personnel from multiple agencies or jurisdictions need to work together to perform this task? If yes, are the agreements or relationships in place to support its performance?
7. What should be learned from this task?
8. What improvement actions are recommended?

Homeland Security Exercise Evaluation Guide Tabletop Exercises

Outcome: Emergency Management		
Evaluator:		Contact #:
<i>Identify and check the tasks associated with the mission outcome that would be required to respond to the tabletop exercise scenario. For additional information on these tasks refer to appendix C, Homeland Security Exercise Evaluation Guide, Operations-Based Exercises.</i>		
Task #	Task	Response Elements
<input type="checkbox"/> III-1	Alert and Mobilize EOC Staff	EOC Staff
<input type="checkbox"/> III-2	Activate, Expand, and Operate the EOC	EOC Staff
<input type="checkbox"/> III-3	Direct and Control Response Operations	EOC Staff
<input type="checkbox"/> III-4	Notify Government Agencies and Officials	EOC Staff
<input type="checkbox"/> III-5	Direct Activation of Traffic and Access Control Points	EOC Staff (Transportation)
<input type="checkbox"/> III-6	Direct and Control Protection of At-Risk Population	EOC Staff (Transportation)/IC
<input type="checkbox"/> III-7	Direct Protective Actions for Schools, Day Care Centers, and Special Populations	EOC Staff (Public Health)/IC
<input type="checkbox"/> III-8	Direct and Control Distribution of Supplies and Equipment	IC/UC or EOC Staff
<input type="checkbox"/> III-9	Request and Coordinate Additional Response Support	EOC Staff
<input type="checkbox"/> III-10	Request State/Federal Assistance	EOC Staff
<input type="checkbox"/> III-11	Direct and Control Critical Infrastructure Mitigation	EOC Staff (Public Works)
<input type="checkbox"/> III-12	Direct and Control Public Information Activities	EOC/PIO
<input type="checkbox"/> III-13	Activate and Operate JIC	JIC
<input type="checkbox"/> III-14	Provide Emergency Public Information to Media and Public	PIO/JIC
<input type="checkbox"/> III-15	Establish and Maintain Rumor Control Operations	PIO

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Tabletop Exercises

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1. How would response personnel perform this task?
2. What decisions would need to be made and who would make them?
3. Are personnel trained to perform this task?
4. Are other resources needed and how will they be obtained?
5. Do plans, policies, and procedures support the performance of this task? Are response personnel familiar with these documents?
6. Do response personnel from multiple agencies or jurisdictions need to work together to perform this task? If yes, are the agreements or relationships in place to support its performance?
7. What should be learned from this task?
8. What improvement actions are recommended?

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Outcome: Incident Site Hazard Mitigation		
Evaluator:		Contact #:
<i>Identify and check the tasks associated with the mission outcome that would be required to respond to the tabletop exercise scenario. For additional information on these tasks refer to appendix C, Homeland Security Exercise Evaluation Guide, Operations-Based Exercises.</i>		
Task #	Task	Response Elements
<input type="checkbox"/> IV-1	Isolate the Incident Scene and Define Hazard Areas	First Responders
<input type="checkbox"/> IV-2	Establish Incident Command/Unified Command	IC/UC
<input type="checkbox"/> IV-3	Conduct Incident Command	IC/UC
<input type="checkbox"/> IV-4	Maintain Accountability of Responders and Citizens	IC/UC
<input type="checkbox"/> IV-5	Preserve Incident Scene	First Responders/IC/UC
<input type="checkbox"/> IV-6	Direct Agent Release Mitigation Efforts	IC/UC
<input type="checkbox"/> IV-7	Conduct Agent Release Mitigation Efforts	HazMat
<input type="checkbox"/> IV-8	Conduct Firefighting Operations	Fire Department
<input type="checkbox"/> IV-9	Dispatch Bomb Squad	911 Center/Dispatch
<input type="checkbox"/> IV-10	Assess Incident and Develop Action Plan	Law Enforcement (Bomb Squad)
<input type="checkbox"/> IV-11	Execute Incident Action Plan	Law Enforcement (Bomb Squad)
<input type="checkbox"/> IV-12	Implement Post-Render-Safe Procedures	Law Enforcement (Bomb Squad)
<input type="checkbox"/> IV-13	Decontaminate Responders and Equipment	Fire Department/HazMat

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1. How would response personnel perform this task?
2. What decisions would need to be made and who would make them?
3. Are personnel trained to perform this task?
4. Are other resources needed and how will they be obtained?
5. Do plans, policies, and procedures support the performance of this task? Are response personnel familiar with these documents?
6. Do response personnel from multiple agencies or jurisdictions need to work together to perform this task? If yes, are the agreements or relationships in place to support its performance?
7. What should be learned from this task?
8. What improvement actions are recommended?

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Outcome: Protection		
Evaluator:		Contact #:
<i>Identify and check the tasks associated with the mission outcome that would be required to respond to the tabletop exercise scenario. For additional information on these tasks refer to appendix C, Homeland Security Exercise Evaluation Guide, Operations-Based Exercises.</i>		
Task #	Task	Response Elements
<input type="checkbox"/> V-1	Develop and Implement Protective Action Decisions	EOC Staff
<input type="checkbox"/> V-2	Prepare and Disseminate Protective Action Messages	EOC Staff
<input type="checkbox"/> V-3	Activate Traffic and Access Control Points	Law Enforcement
<input type="checkbox"/> V-4	Coordinate Protective Actions for Special Populations	EOC Staff
<input type="checkbox"/> V-5	Implement Protective Actions for Special Populations	Special Population Sites
<input type="checkbox"/> V-6	Coordinate Protective Actions for Schools and Day Care Centers	EOC Staff
<input type="checkbox"/> V-7	Implement Protective Actions for Schools and Day Care Centers	Schools and Day Care Centers
<input type="checkbox"/> V-8	Direct Reception Center Operations	EOC Staff
<input type="checkbox"/> V-9	Operate Reception Centers	Reception Centers
<input type="checkbox"/> V-10	Direct Shelter Operations	EOC Staff
<input type="checkbox"/> V-11	Operate Shelters	Shelters
<input type="checkbox"/> V-12	Arrange for Veterinary Services	EOC Staff

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4. Are other resources needed and how will they be obtained?
5. Do plans, policies, and procedures support the performance of this task? Are response personnel familiar with these documents?
6. Do response personnel from multiple agencies or jurisdictions need to work together to perform this task? If yes, are the agreements or relationships in place to support its performance?
7. What should be learned from this task?
8. What improvement actions are recommended?

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Outcome: Victim Care		
Evaluator:		Contact #:
<i>Identify and check the tasks associated with the mission outcome that would be required to respond to the tabletop exercise scenario. For additional information on these tasks refer to appendix C, Homeland Security Exercise Evaluation Guide, Operations-Based Exercises.</i>		
Task #	Task	Response Elements
<input type="checkbox"/> VI-1	Provide Immediate Emergency Aid	First Responders (non-EMS)
<input type="checkbox"/> VI-2	Conduct Search and Rescue Operations	Search and Rescue
<input type="checkbox"/> VI-3	Provide Emergency Triage, Treatment, and Stabilization	EMS
<input type="checkbox"/> VI-4	Decontaminate Patients at Incident Site	Fire and First Responders
<input type="checkbox"/> VI-5	Screen Individuals for Agent Contamination	EMS
<input type="checkbox"/> VI-6	Decontaminate Individuals at Screening Site	EMS
<input type="checkbox"/> VI-7	Treat Patients at Screening Site	EMS
<input type="checkbox"/> VI-8	Report Victim Status to EOC/Hospital	EMS
<input type="checkbox"/> VI-9	Prepare to Receive Patients	Hospital Staff
<input type="checkbox"/> VI-10	Transport Patients to Hospital	EMS
<input type="checkbox"/> VI-11	Decontaminate Patients at Hospital	Hospital Staff
<input type="checkbox"/> VI-12	Treat Patients at Hospital	Hospital Staff
<input type="checkbox"/> VI-13	Track Patient Status/Location	EOC Staff/Hospital Staff
<input type="checkbox"/> VI-14	Collect and Decontaminate Human Remains	EMS/Medical Examiner
<input type="checkbox"/> VI-15	Coordinate Disposition of Human Remains	EOC Staff/Medical Examiner
<input type="checkbox"/> VI-16	Notify Next-of-Kin	EOC Staff/Hospital Staff

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